



## CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

### *“Honoring California’s Veterans”*

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans’ home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living. Be a participant in the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

#### **ASSOCIATE PERSONNEL ANALYST**

**Permanent, Full-Time**

**Position #573-280-5142-802**

**\$4,400.00 - \$5,348.00**

**Will Consider: Staff Services Analyst (\$2,817.00 - \$4,446.00)  
with State civil service personnel experience**

**Final File: UNTIL FILLED**

#### **LOCATION:**

**Veterans Home of California, Yountville  
110 California Drive, Yountville, CA 94599-1414**

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2012 PERSONAL LEAVE PROGRAM.

#### **Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at <http://www.calvet.ca.gov>, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at <http://www.jobs.ca.gov>.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

#### **Duties and Responsibilities:**

Under the general direction of the Chief, Human Resources Yountville, the Associate Personnel Analyst works independently to provide analysis and program direction to the Veterans Home of California – Yountville (VHC-Y) in all areas associated with State Civil Service and the State Personnel Management Program. Incumbent is expected to consistently exercise a high degree of confidentiality, initiative, responsibility, and independence in performing a heavy workload with a strong commitment to customer service. Duties include, but are not limited to:

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
ASSOCIATE PERSONNEL ANALYST  
RELEASED: 08/16/12**

- Independently handles all aspects of examination, recruitment, selection and retention of employees for the various programs within the VHC-Y. Responsibilities include formulating questions and developing exam format. Researches, analyzes and prepares formal memoranda, reports and responses to appeals for examination and qualifications appraisal interviews; conducts job analysis; provides training on the examination and Qualifications Appraisal Panel (QAP) process to managers, supervisors and staff; provides recommendations in regards to examination and selection procedures; acts as the liaison between the VHC-Y and Control agencies in regards to examination and selections. Provides direction and assists program managers with the recruitment and hiring process in compliance with control agency guidelines. Represents VHC-Y in regards to examination and selection processes. Serves as an Examination Chairperson.
- Provides technical assistance to staff and management; reviews and makes recommendations on minimum qualifications determinations; processes hire-above-minimum requests; gathers and compiles data for proposed recruitment and retention differentials; conducts classification studies and desk audits; develops specification revisions; reviews out-of-class pay requests; reviews allocation requests to make determinations on appropriate classifications; processes certification requests.
- Provides direction and assists the Service Chiefs, Supervisors, and Management on a variety of personnel management policies, procedures, and practices, i.e., organizational structure, classification, compensation, recruitment, technical questions regarding interpretation of civil services laws, rules, and memorandums of understanding. Serves as a consultant to Services on design, structure, development, and evaluation of new programs.
- Other duties as related.

**Desirable qualifications:**

Previous Examination and/or Human Resources experience.  
 Familiarity with State civil service rules and regulations and Personnel Management Program.  
 Ability to analyze information from multiple sources and make effective recommendations.  
 Strong communication and customer service skills.  
 Good work ethic.  
 Experience working with Microsoft Office (Word, Excel and Outlook).

**How to Apply:**

Visit the CalHR website at: <http://www.jobs.ca.gov>, to download the application. Submit your completed State Application (Std. 678), and resume to: Veterans Home of California, Yountville – 110 California Drive, Yountville, CA 94599-1414, Attn: Human Resources.

**Note: In the “Explanations” section on Page 1 of the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement, or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position #573-280-5142-802.**

**Questions:**

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Human Resources at (707) 944-4550. CA RELAY SERVICE: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**